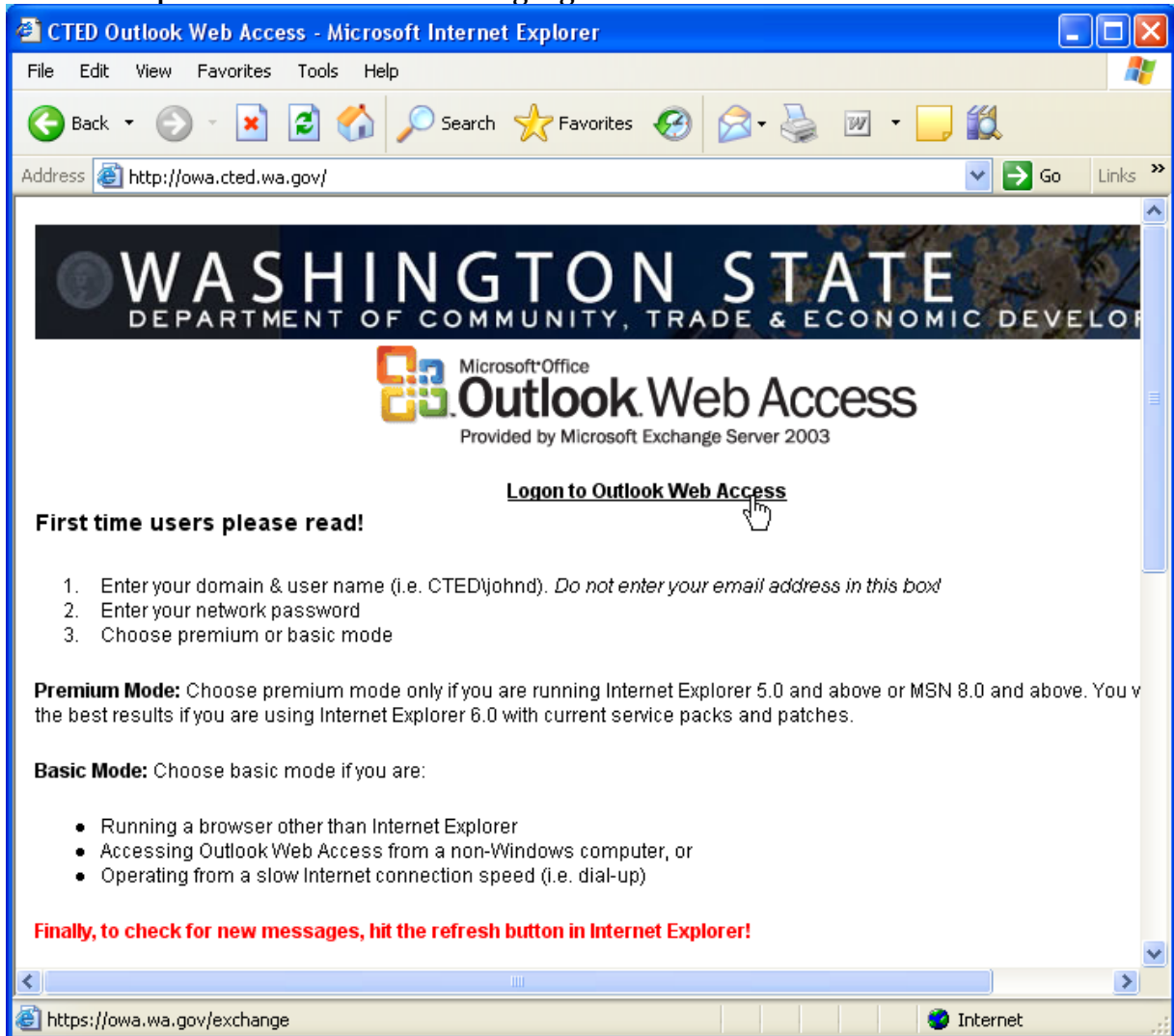# Outlook Web Access Instructions

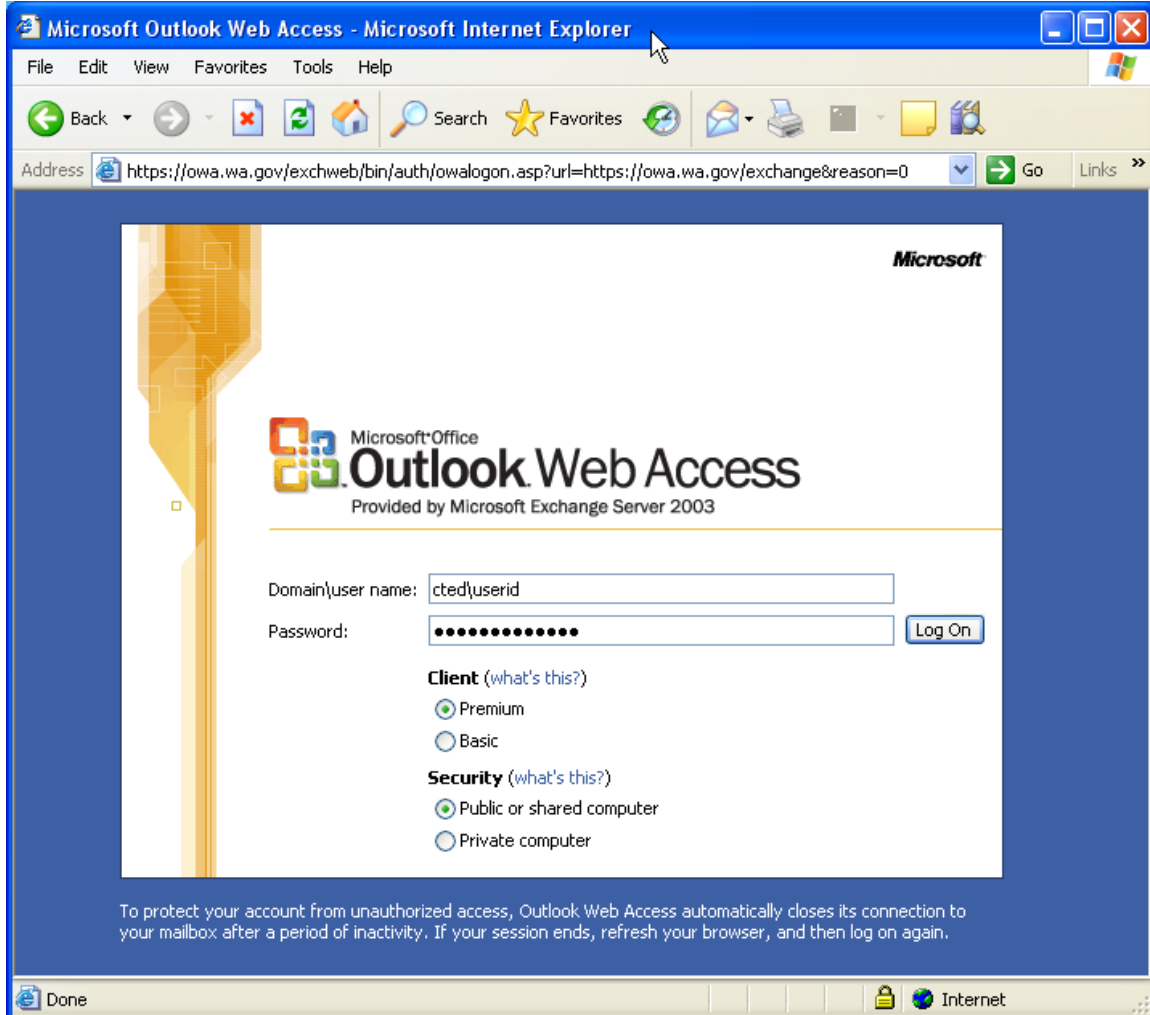The URL for Enterprise Outlook Web Access is:
www.cted.wa.gov/mail

Logon Page:
You will be presented with the following logon box:

Premium Mode: This is available only if you are running Internet Explorer 5.0 and above or MSN 8.0 and above.
You will receive the best results if you are using Internet Explorer 6.0 with current service packs and patches.

Basic Mode: If you are running a browser other than Internet Explorer or accessing from a non-Windows computer, you should select the BASIC mode.
Also, if you have a slow internet connection, you may find the Basic mode to be faster.

Security Options: Select whether you are accessing Outlook Web Access from a
Public or Shared Computer (For example, an internet kiosk at the airport, a computer in another office, or a Private Computer) your workstation at the office or your home computer).

Public or Shared Computer Option: Outlook Web Access has new security features that protect your mailbox and user logon from unauthorized access. If you do not access Outlook Web Access within a set period of time, Outlook Web Access will automatically

log you out and delete your logon information from the computer. However, you should still be careful to close the browser before you step away from any Public Kiosk or computer in order to prevent unauthorized access to your mailbox.

Private Computer Option: This setting allows for a much longer timeout period and should only be used when you are logging in to Outlook Web Access from your workstation in the office or from your computer at home.

This is the main Outlook Web Access mail.
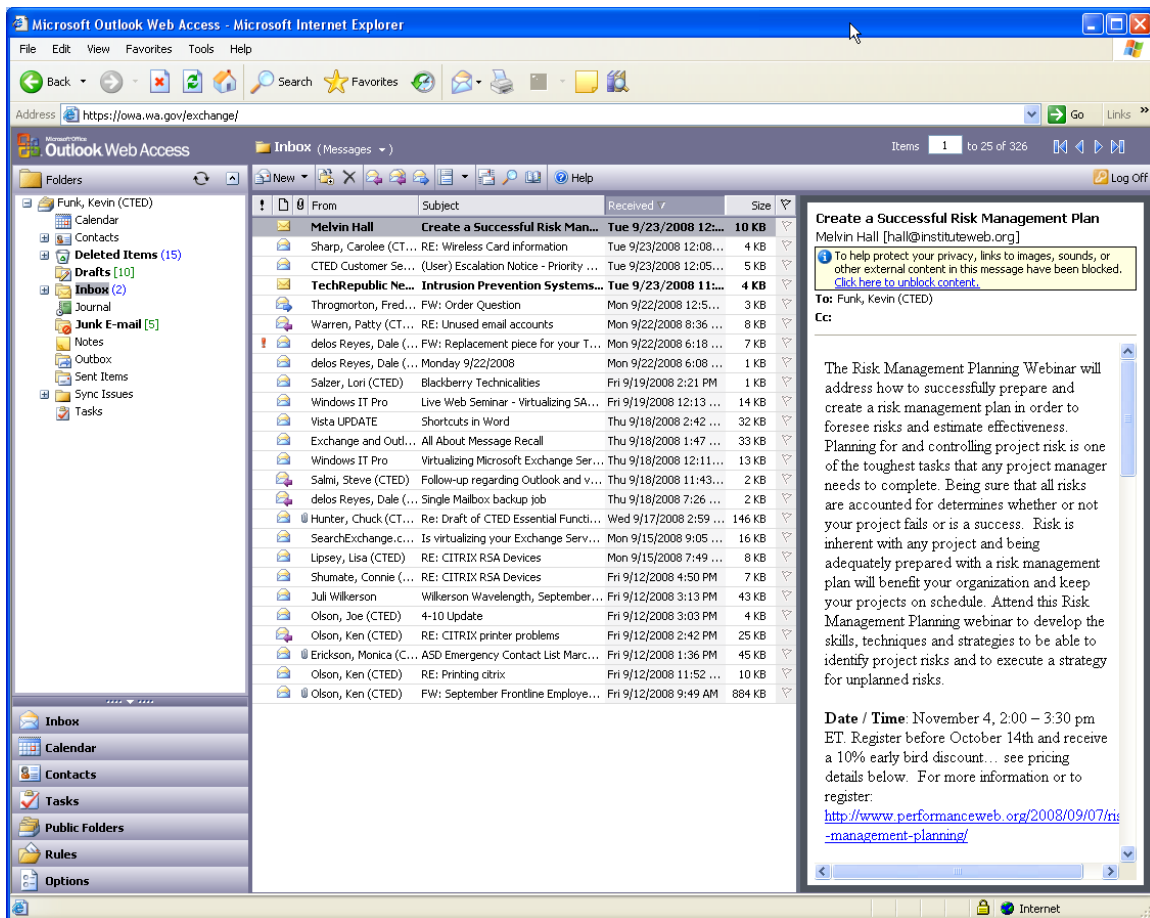
When finished, please log off by clicking on the appropriate Icon of the Web Page